



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC
UNIT 35001
FPO AP 96373-5001

IN REPLY REFER TO:
5800
SJA/ILAW
21 Aug 13

MEMORANDUM FOR COMMERCIAL ACTIVITIES/PRIVATE EMPLOYMENT APPLICANTS

From: Installation Law Officer, Marine Corps Installations Pacific

Subj: ADDITIONAL REQUIRED DOCUMENTS

Ref: (a) IIIMEF/MCIPACO 5300.1A

1. Per the reference, applicants whose activities fall within the below categories must provide the following documents in order to obtain approval to engage in commercial activities or private employment in Okinawa, Japan.

a. **Sale of Supplements or Herbal Medicines** - Requires a "Commercial Activities Affidavit." Call the ILAW Section at DSN: 645-7461/2 to set up an appointment to fill out and sign the document with an attorney.

b. **Childcare** - Requires a certification of completion certificate from the Family Childcare Certification Course. Contact DSN: 645-3028/7622 for an appointment.

c. **License and/or Insurance required in the United States-**
Requires a current copy of a license and/or insurance.

2. Please scan and email these additional required documents to the ILAW Admin Specialist.

3. Point of contact in this matter is First Lieutenant Ericka A. Hansen at ericka.hansen@usmc.mil or 645-7461/2.

A handwritten signature in black ink, appearing to read "E. A. Hansen", is located below the third point of contact.

E. A. HANSEN